

# Automated Communications Exchange System

## ACES Release Notes – February 4, 2007

On Sunday, February 4, 2007, a new release of ACES Payroll File Transfer was implemented. The following contains the changes that will reflect in ACES on Monday, February 5, 2007.

### ACES Payroll File Transfer Release Notes

**ACES users will have the ability to submit their Summary Reports (PERS-AESD-626 form) electronically through the Automated Communication Exchange System (ACES).**

ACES users who submit their payment for employer and member contributions through Electronic Fund Transfer (EFT) **only** will have the ability to submit their Summary Report (AESD-626 form) electronically via ACES. This will eliminate the need to fax or mail the Summary Report to CalPERS, and provide quality viewing and timely processing. Changes to the AESD-626 form include an additional line item (15A) prompting ACES users to provide an **EFT Tracking ID Number, Date Paid, and Amount Paid**. ACES users who currently submit payment by check will still be required to submit two copies of the AESD-626 form to CalPERS.

Additional information for employers who will be transmitting their Summary Report of Member and Employer Contributions (AESD-626) electronically:

- ACES users who make their payment to CalPERS by Electronic Payment Services and have no additional documentation to send to CalPERS will be able to transmit their AESD-626 electronically. The user will be prompted to provide an EFT tracking ID Number, Date Paid and Amount Paid.
- ACES users who submit their payment to CalPERS by check will still be required to submit two copies of the AESD-626 form with their check to CalPERS and will not be able to electronically transmit their AESD-626 via ACES.
- ACES users who submit their payment to CalPERS by voucher will still need to mail or fax the AESD-626 and the voucher to Fiscal Services Division at (916) 795-7901.
- ACES users who have an ACC-1520 (Notice of Adjustment) and submit their payment via Electronic Payment Services will have to mail or fax the AESD-626 with the ACC-1520 to Fiscal Services Division at (916) 795-7901 and will not be able to electronically transmit their AESD-626 via ACES.
- ACES users who receive an ACC-344 (Notice of Adjustment) and submit their payment via Electronic Payment Services will have to mail or fax a copy of the AESD-626 and the ACC-344 to Fiscal Services Division and will not be able to electronically transmit their AESD-626.
- ACES users who are transmitting their payroll file via ACES and submit their payment via Electronic Payment Services and have an AESD-624 (Supplemental Payroll Reporting Form) will not be able to electronically transmit an AESD-626. Please mail or fax the AESD-626 with the AESD-624 to Fiscal Services Division at (916) 795-7901.
- Users will have the ability to cancel the transmitted AESD-626 by selecting the tracking ID in the history folder and selecting Cancel. ACES users will have the ability to transmit the summary report again by going to the View Totals folder. If a user does cancel the transmitted AESD-626 they will need to notify Gena Owen in the Fiscal Services Division at (916) 795-7768, so the incorrect AESD-626 does not get processed.